

# Duchene County Library

## Internet Policy

### Introduction:

This policy has been written to establish guidelines by which patrons can access the Internet at the Duchesne County Library. These guidelines are being put into place so that patrons of the library will have a more enjoyable and useful exploration of the Internet. A separate document establishing procedures in dealing with concerns and policy violations has been created to act as companion to this document.

### Internet Content Standards:

Internet users shall not access material that is obscene or is considered child pornography, "obscene" means materials meeting the standard established by the U.S. Supreme Court in Miller vs. California, 413 US. 15 (1973) whereby an affirmative answer is required to each of the three (3) following questions:

1.

Whether the average person applying contemporary community standards would find that the work, taken

2.

Whether the work depicts or describes, in a patently offensive way, sexual content specifically defined by

3.

Whether the work, taken as a whole, lacks serious literary, artistic, political, or scientific value.

□

### Internet Use Guidelines:

1.

Internet users shall not access material that is obscene, pornographic, child pornography, "harmful to minors," or otherwise inappropriate for the workplace.

2.

Internet users shall not use any resources that engage in "hacking" or attempt to otherwise compromise the security of any system.

3.

Use of chat, instant messenger, or other forms of direct electronic communications by Internet users is encouraged for work-related purposes.

4.

Use of E-mail and bulletin board services is allowed within the following guidelines:

A.

the material being sent meets "contemporary community standards";

B.

does not contain sexually explicit information;

C.

would not contain information that would be considered "harmful to minors";

D.

would not be considered libelous.

5.

Users may not use library computers for personal financial gain.

6.

Patrons are not allowed to access non-educational games on library computers.

7.

Patrons are limited to no more than 1 hour of Internet use time per day. This time may be extended at the discretion of library staff.

8.

Patrons shall not change computer settings or install programs on library computers without staff intervention.

9.

Patrons under the age of 18 must have written parental or guardian permission to use the internet. When a patron is under 18, a parent or guardian must sign a permission form.

□

**Filtering:**

The Duchesne County Library uses the Utah Education Network as their service and filtering provider. This filter does not filter out all inappropriate information. This filter may also filter out appropriate information. The Library's filtering will be turned off at the request of patrons for legitimate purposes. Filtering will be turned off for patrons under the age of 18 only if a parent or guardian is present.

**Responsibility for Damages:**

The Duchesne County Library Staff and the Duchesne County Library Board assume no responsibility for an damages, direct or indirect, arising from the use of the computers at the library.

**Policy Review:**

This policy will be reviewed not less than every three (3) years or as the need may arise. The last date of review was June 16, 2004. Policy changes will take effect July 1, 2004.

## Duchesne County Library

### Internet Use Procedures□

**Introduction:**

This document is hereby established this the 13th day of June 2001 as a companion to the library's Internet Policy. It will outline the procedures library staff members and library patrons shall follow when using the library's computers. Users needing to print off information may do so at the cost of ten (10) cents per printed page. Users needing a disk to save information can do so at a cost of seventy-five (75) cents per disk.

### **Login/Sign Off Procedures:**

Use of the internet is on a first-come first served basis. Persons needing to do research for educational classes or work related research have first priority. Users must present a current Duchesne County Library card before using the library's computers. Users must sign in at the desk giving a library staff member their library card, drivers license or photo identification. Staff members will record their library card number or identification number and the time they signed in. Patrons will then be assigned to a computer to use. Patrons under the age of 18 must have a parental permission slip on file at the library. Permission slips must be renewed yearly by July 1 of each year. Permission slips are available at the circulation desk. When signing off patrons will check in at the desk where staff members will return their library card and record the time they signed off.

### **Procedures for staff when addressing users violating internet use guidelines:**

Library staff members should maintain a professional manner when dealing with Internet users. Any staff member who observes a person viewing inappropriate materials (obscene), or who is in violation of the guidelines established in the library's Internet Policy will direct the user to remove the materials from the computer screen. The patron will be asked to refrain from viewing such materials, or violating the restrictions in the future. If the user refuses to comply with the staff member's request law enforcement officials will be called to enforce compliance.

Violators are provided three (3) chances:

1.

First offense - Informed about the rules and told to discontinue the offensive behavior.

2.

Second offense - Patrons will be asked to exit the site and will be restricted from computer use for the re

3.

**Third offense - Patrons** will be suspended from using the computers. The Library Director will have juris

Repeat offenders will be restricted from use of the library's computers until they meet with the library board in a regularly scheduled meeting. The library board meets every 3rd Wednesday of each month (with the exception of August and December) at 5:30 PM at the library. To get on the agenda contact the library director no later than 10 days prior to the meeting. The library board will render a ruling concerning further use of the library's computers. The ruling by the library board will stand as final.

### **Privacy:**

In general staff members of the Duchesne County Library will treat information displayed on it's computers and/or printed on the library's printers as confidential. Requests for disclosure of information will be honored when required by local, state, and federal law or when required by library policy. Requests for information made by local law enforcement will be honored when the information requested will assist officers in criminal investigations.

### **Procedures for challenge of Library Internet Policy:**

The library staff is interested in the community's concerns, especially in regards to library services. If a patron has some questions or concerns pertaining to the library's Internet Policy they should express their concerns to the library staff member in charge.

Procedure for staff:

1.

**After hearing the patron**'s concern, the staff member in charge should supply the patron with a "Policy C

2.

The Patron will be informed that all complaints need to be submitted in writing.

3.

Complaints will be reviewed at the next scheduled Board Meeting. Board meetings are held every 3rd V

4.

Patrons may appear to present their position at the board meeting. This may be done by scheduling it w

5.

Patrons will be informed of the Board's Decision.

6.

The Board will take no longer than 90 day to render a decision.



**Procedure Review:**

This document will be reviewed by the library board not less than every three (3) years or as the need may arise. This document was last reviewed on June 16, 2004.